



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

TIME AND MATERIAL CLERK # 41-08-845

Closed/Promotional

MONTHLY SALARY RANGE: \$ 5,434 - \$ 6,599 (Longevity Pay up to \$ 6,931)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following minimum qualifications:

- Graduation from high school or possession of a GED; and
- Four (4) years experience in financial record keeping, materials procurement, customer service and radio dispatching, at least two (2) years of which shall have involved supervising office support personnel.
- **Applicants must have permanent employment status with the City of Santa Clara.**

Possible Substitutions:

- College education with major course work in business, accounting or other related fields may be substituted for up to two years of the required experience on a basis of 30 semester units for each year of experience.

Desirable Qualifications:

- Administrative experience supporting management; and
- Computer proficiency in Microsoft Word, Excel, Power Point and Access.

Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE AND OTHER REQUIREMENTS:

- Possession of a valid California Class C driver's license is required at time of application and for duration of employment.
- Applicants may be required to successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS:

This is a paraprofessional position and is distinguished from other City office support classes in that incumbents normally report to a division head or higher City position with responsibilities involving frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include regular contact with representatives of business or community organizations, the public, and City staff to exchange information and explain administrative policies and procedures. An incumbent in this classification performs work of a varied and responsible nature under general direction with some responsibility for financial record keeping, materials procurement, customer service and radio dispatching.

FINAL FILING DATE:

A completed City application must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Tuesday, June 3, 2008.** FAX number is (408) 247-5627.

EXAMINATION WEIGHT/DATE: Oral Examination - 100% Thursday, June 12, 2008 (tentative)

Candidates must attain a passing score on the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

APPLICATIONS:

Employment Applications can be downloaded from: http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

May 22, 2008
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

41-08-845
RECRUITMENT NUMBER

TIME AND MATERIAL CLERK #41-08-845 (continued)

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: general clerical and record keeping methods and procedures; the materials, supplies and equipment used in public works and utility activities; the operation of common office equipment including a personal computer, on-line terminal, and facsimile machine; standard business arithmetic; ten-key, calculator, and spreadsheet formulas and their use; correct English usage, including spelling, grammar, punctuation and vocabulary; basic supervisory principles and practices; and office safety practices, procedures and standards.

Ability to: perform accurate arithmetical calculations, reconcile and analyze results; use a personal computer or terminal to enter data into and retrieve data from the City's Financial Human Resources Management System and Payroll Accounting Systems (PeopleSoft); use standard word processing, spreadsheet and database software programs, such as Word, Excel, PowerPoint and Access; prepare and maintain payroll records; prepare purchase requisitions, invoices, accounts receivable memoranda, and delivery slips; perform detailed computational and communications work accurately; use initiative and sound independent judgment within established guidelines; communicate clearly and effectively, both orally and in writing; understand and follow oral and written instructions; deal tactfully and courteously with others; establish and maintain cooperative working relationship with those contacted in the course of work, including the general public; direct, review, and evaluate the work of assigned staff and instruct staff in work procedures; work in a team-based environment and achieve common goals; effectively handle multiple priorities, organize workload, and meet strict deadlines; and walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. Using independent judgment, requisitions and maintains records of supplies and materials; prepares payroll sheets and maintains employee work distribution records; prepares work activity reports; maintains productivity and program statistics; maintains project status reports; maintains records of customer service requests and complaints; operates base radio station, logs in and out-of-service communications from field personnel, and dispatches field personnel to respond to customer service requests and complaints; enters and retrieves data and prepares or updates a variety of accounting, financial, statistical records and reports from an automated financial system or personal computer spreadsheet software; responds to citizen inquiries, requests for service, and complaints; prepares letters and memoranda; performs complex and sensitive secretarial and administrative support in support of departmental functions; assists in the implementation of demand-side management programs; and performs other related duties as assigned.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits is available at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo578.pdf> or from Human Resources.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
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SANTA CLARA, CA 95050